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Approved For Release 2003/05/05 : CIA-RDP84-00780R003600010005-9

10 November 1970

MEMORANDUM FOR: EEO Support Directorate

SUBJECT : Equal Employment Opportunity (EEO) Program
Report to Civil Service Commission (CSC)

REFERENCE : Your memorandum, dated 8 October 1970, subject
as above

As requested, the following information concerning actions, practices, programs and progress in the Equal Employment Opportunity Program is submitted.

1. Resources

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Although no OMS resources have been assigned specific EEO responsibilities, our Psychological Services Staff for several years has had a role in advising and assessing lower level employees -- mostly female -- who desire to move up to professional positions. (Indeed, for personnel of the Clandestine Service who desire such advancement, assessment by PSS is required by [] Since July 1969 when the OMS Consultative Services program was expanded [] 18 June 1970), OMS professional resources have been continuously available for vocational counseling desired by employees at all levels.

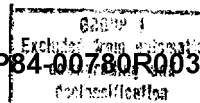
2. Recruitment

a. OMS has for several years been engaged directly in the recruitment of female psychometrists. Such efforts resulted in the recruitment in February 1970 of such an individual for the Psychiatric Screening Branch of our Selection Processing Division -- a position occupied at one time by a male psychometrist. These recruitment efforts are continuing in order to provide a female psychometrist for our Psychological Services Staff.

b. In November 1967 two female medical technicians were directly recruited for the newly activated Selection

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Processing Division. These were the first female technicians ever used by OMS. They are still on duty and are making an excellent contribution to the SPD.

3. Utilization of Present Skills and Upward Mobility

a. In December 1968 a female employee of the PSS was promoted to GS-11 as a Staff Psychologist. This employee was at one time a secretary in the OMS (and later in OTR). The enhancement of her capabilities that made this upward mobility possible was largely the result of her own initiative. She did, however, receive considerable official encouragement, and part of her outside professional training was paid for by the Agency. Development of this employee is continuing as demonstrated by her completion of the Agency Management Course last month.

b. In May 1969 a second female employee of the PSS was also promoted to GS-11 as a Staff Psychologist. At time of EOD she was a clerk, and most of her subsequent external training that qualified her for advancement was paid for by the Agency.

c. In May 1970 a female employee of our Support Division was promoted to GS-09 as a Supply Assistant. She was initially a receptionist for the OMS and later a Clerk in the Supply Branch who was encouraged over the years to assume greater responsibility. The resulting enhancement of her skills and her value to the OMS made possible her assignment to a new and higher graded position.

4. Supervisors and Managers

All division and staff chiefs review EEO Program material -- such as the Civil Service Commission brochure attached to referent memorandum. Each individual OMS employee receives the EEO Notice -- such as [] of 2 October 1970. We believe that all OMS employees are aware, through continuing information via our OMS

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staff meetings and our line of command, that if they have any complaints or are seeking counsel of any kind, they are assured of a hearing at any level in the OMS and will be assisted in every way possible in the counsel they seek.

5. Evaluation and Reports

In 1969 as part of our Medical Career Board activities an ad hoc committee of female clerical employees of the OMS was formed to evaluate and submit recommendations concerning the role of such employees in the Medical Career Program. This committee reported that such employees preferred to continue to be represented by their supervisors for career matters rather than through a special panel of the Medical Career Board.



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JOHN R. TIETJEN, M. D.
Director of Medical Services

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